



FY2016 - 2017 Area Plan on Aging Update Instructions

FY2016 - 2017 Area Plan on Aging – Annual Update

On June 5, 2015, the Iowa Commission on Aging approved the Area Agencies on Aging (AAAs) two-year Area Plan on Aging for fiscal years (FY) 2016-2017. Agencies must submit an update to their two-year FY2016-2017 Area Plan per these Area Plan on Aging Update instructions. The Area Plan on Aging Update is due on **April 1, 2016**.

The Department on Aging is requesting an update on activities and strategies identified in the plan narrative. Along with the plan narrative and attachments, each agency submitted a one-year budget. Agencies must submit a one-year budget annually. Instructions for submitting the FY2017 Area Plan Budget Report are detailed in the *FY2017 Area Plan Budget Report Instructions.docx* document. The FY2017 Area Plan Budget Report is due on **April 1, 2016**.

Update Instructions

The AAAs must submit an update to their two-year FY2016-2017 Area Plan on Aging per these instructions. AAAs should craft their Area Plan on Aging Update with their large stakeholder audience in mind.

Complete your agency's FY2016-2017 Area Plan Update Template.docx to provide the requested update information for the sections listed below.

SECTION 1: 2016-2017 GOALS AND STRATEGIES

Strategy Updates. Please review your plan narrative for each goal in your two-year plan. Then, provide a brief update on success achieved to date, barriers or challenges encountered, and whether any changes to strategies or activities are planned for SFY2017. The FY2016-2017 Area Plan Update Template includes space for you to provide an update as requested.

Data Updates. In addition, agency must provide data on consumers served for each goal's focus area and funds expended/projected as requested in the tables provided. For all consumer data requested provide an unduplicated count of consumers served. Indicate the data sources used and the date the information was generated. Assume status quo funding when providing funding information.

SECTION 2: SERVICE PLANNING AND EVALUATION

Projected Older Americans Act Consumers and Service Units. Each agency must provide projections for the total number of consumers to be served in the fiscal year, number of consumers served by targeted populations, and total service units. The Department will review and approve the consumer and service projections prior to approving funding to the agency.

All agencies must use the Department's Form 3A-1 to provide SFY 2017 projections for the total number of consumers to be served, number of consumers served by targeted populations, and total service units. Instructions for submitting the Form 3A-1 for FY2017 are detailed in the *FY2017 Area Plan Budget Report Instructions* document. As noted in that document, agencies must enter Form 3A-1 data through the Iowa Aging Financial Reporting System (IAFRS) and submit a copy of their completed Form 3A-1 in section 2 of the FY2016-2017 Area Plan Update.

When completing Form 3A-1 consult chapter 2 of the *Area Agency on Aging Reporting Manual for FY2017* for a listing of allowable services and service definitions. Agency's should also utilize the Iowa aging demographic data and past service units & consumer served by region when determining projections for FY2017. A data book for final SFY 2015 consumer served and service units provided will be e-mailed to each agency. In addition, an interactive map showing county level information for total estimated population by targeted demographic groups and the number of individuals in those demographic groups served is available at www.iowaaging.gov/area-plan-aging-sfy-2016-2017.

Service Activity and Data Collection Performance. The *Area Agency on Aging Reporting Manual for FY2017* contains reporting requirements related to Area Plan on Aging activities.

IDA reviews Consumers Served and Units Provided data to evaluate service reach (people served) and activity (most frequently used services, increase/decrease demand or cost, and/or priorities) for mandatory services. IDA also reviews the percentage of consumers who complete an Aging & Disability Network Consumer Intake Form once during the state fiscal year in which they receive a congregate meal and/or another registered service. IDA evaluates this information because it ensures that IDA and agencies have accurate information about the individuals they serve for planning, program evaluation, and required reporting purposes.

Please review the primary issues your agency encounters in forecasting service projections and in collecting data described in this section of your current plan. Then, provide an update on actions taken to address issues faced in forecasting

service projections and in collecting data, and approaches your agency uses in evaluating data for planning and program evaluation purposes.

SECTION 3: INTENT / ASSURANCES

Please obtain signatures as requested for the verification of intent, agency authorized signatories, and compliance assurances.

SECTION 4: STAKEHOLDER / PUBLIC INPUT

Board and Council Membership. Provide updated information for the agency's Governing Board, Advisory Council, and LifeLong Links Advisory council.

Public Hearing. Please refer to IAC 17-6.2(7)(a)(1)(2) for conditions in which a public hearing is required. A public hearing is not required when updates to an approved area plan does not result in a change to organization, policies, operations, or services.

If your agency conducted a public hearing because of changes to your plan for FY2017, please provide the following documentation:

- A copy of the notice of public hearing. Please provide notice text only & a list of outlets in which the notice was posted and dates.
- A copy of the agenda that includes the date and location of the hearing.
- A list of people present at the hearing.
- A written summary of the public hearing including comments specific to the services proposed for direct service provision.

SECTION 5: AREA PROFILE - STAFFING / COVERAGE

Staffing. Provide a brief description of any anticipated staffing issues you may need to address in SFY2017. Lastly, provide a current table of organization.

Service Coverage. Complete the table as requested to indicate where mandatory and select other services are offered. For counties where a service is not available, please indicate the reason. Please describe service coverage changes from FY2016, if applicable.

Nutrition Services and Provider Information. Please confirm that your agency's nutrition services information and contracted provider information is current in IAPRS. In addition, some agencies utilize Purchase of Service providers for some services. Please provide purchase of service information as requested.

Direct Service Requests. Requests to provide a service directly submitted with the FY2016 – 2017 Area Plan on Aging are for the two-year plan period. If the agency plans to continue to provide the services directly as submitted, no action is required.

If the agency has contracted with a provider for a specific service and the agency also intends to provide that same service directly *starting* in FY2017, then:

1. A direct service request is required for the service. (Submit a completed Request to Provide Direct Service form with this plan update.)
2. Per Iowa Administrative Code, agencies shall hold at least one public hearing when offering a direct service. Agencies may choose to offer the public hearing at one location at a specified time and date with toll-free telephone access to the public hearing throughout the region. Refer to IAC 17-6.2(7)(a)(1)(2) and IAC 17-6.12(2) for public hearing requirements and documentation related to the provision of direct services and to IAC 17-6.12(3)(4) for the direct service request process and approval.

Submission Instructions

The FY2016-2017 Area Plan Update must be submitted electronically to Shan Sasser Shan.Sasser@iowa.gov no later than 4:00 pm on April 1, 2016.

Follow the instructions in the FY2017 Area Plan Budget Report Instructions document to submit your FY2017 budget. Note that per the instructions in the FY2017 Area Plan on Aging Budget Report instructions, an original Area Plan on Aging Budget Request Cover Sheet must be signed and dated by the area agency director and mailed to Jeff Batz at 510 East 12th Street, Suite 2, Des Moines, IA 50319-9025. The signed and dated Area Plan on Aging Budget Request Cover Sheet must be received by Jeff Batz no later than five business days following the due date for the FY2016-2017 Area Plan Update and FY2017 Area Plan on Aging Budget Report, which is April 1, 2016.

Questions

For your reference, the SFY2016-2017 Area Plan Questions - Responses 3-27-15.pdf document prepared to address questions submitted last year when the two year plan was developed will be provided to each agency.

Please direct additional questions on completing and submitting the FY2016-2017 Area Plan on Aging Update to Shan Sasser at Shan.Sasser@iowa.gov or 515-725-2184.

Please direct questions on completing and submitting the FY2017 Area Plan on Aging Form 3A-1 and Budget Report through the Iowa Aging Financial Reporting System (IAFRS) to Jeff Batz at Jeff.Batz@iowa.gov or 515-725-3314.